

## **Conference Session, Main Stage Participants - Preparing for the Maine Agricultural Trades Show (ATS)**

This guide is for those awarded space for a conference session or main stage session during the ATS

### **Before the show**

- [Please go to the participant services](#) webpage for guides, maps, set up/tear down info, digital assets, etc.
- Please view the interactive map and participant directory on the [show webpage](#) before January.

### **Promoting your involvement**

- Use your online profile link to update your directory profile. (Add digital slides, contact info, etc.)
- We invite you to promote your session. Use your website, e-mail lists, social media (Facebook, EventBrite, etc.)
- Download optional digital assets –Please use #ATS2023 on social media posts.

### **Getting to the show – public parking, no registration/check-in, no ticket entry fee**

- There is no participant name badge – you are welcome to bring your own to wear.
- The show is open to the public to attend – there is **no entry fee** for attendees or participants.
- Public parking is available on site and shared by participants and attendees.

### **Arrival and set up - Conference**

- Set up happens the day of your session, between session start and end time.
- The room layouts are pre-set – either as theater style (default), rounds or classroom (if requested in advance).
- Any change order requests may be subject to a venue surcharge.

### **Arrival and set up – Auditorium, main stage demonstrations**

- Set up and tear down happens the day of your presentation. You have a 20-minute buffer and after your scheduled time to adjust the layout, hook up to A/V. clean up supplies, etc.
- The stage is pre-set – and includes handheld and lavalier microphones, plus a screen with projector.
- You may temporarily place items behind the stage – there is a dedicated hideaway between the stage and info booth. Label items with a name and phone number to prevent mix ups, and/or notify of lost and found.

### **A/V and technology**

- A/V is set up includes screens and projectors. This is complimentary for the 2023 show – no request needed.
- You are responsible for providing computers, laptop, slide decks, etc.
- Mac computer users should also bring a VGA adapter to connect to venue projector.
- You are welcome to bring a projector, pointers. Please label the devices so they may be returned if misplaced.

### **Day of help – Technology, wayfinding, Wi-Fi, etc.**

- Shared public Wi-Fi is available at the show.
- Please visit the info booth or ask a staff member in the hallway if you need help troubleshooting issues.

### **Come meet and mingle at the Listening Post!**

- Real Maine invites participants and attendees to join each other daily for a meet and greet at 9 AM, 12 PM and 2 PM. Light refreshments offered while different topics of interest are discussed.

### **Future shows – Bookmark the show webpage for key dates and forms**

*Updated December 2022*